



## SITE INFORMATION

Washington State Department of Agriculture  
Organic Food Program

Applicant Name: \_\_\_\_\_

Certification Number: \_\_\_\_\_

Farm Name: \_\_\_\_\_

County: \_\_\_\_\_

### GENERAL INFORMATION

Site number: (Office Use Only)	
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*What is the purpose of the Site Information form?*

The site information form serves several purposes. First, by correctly completing the form, crop data found on your Organic Food Producer Certificate will be accurately represented. Second, the information found on the site information form is used by the Organic Food Program staff to track statistical data pertaining to organic and transitional crops in the state. Finally, information gathered by these forms allows the Organic Food Program to better provide market information to potential buyers of Washington grown organic food products.

*What is a site?*

A site is a designated farm, field, orchard, block, pasture, paddock, garden, circle, plot, or other contiguous area under the same management (e.g., organic or transitional). A site may contain multiple crops and consist of multiple fields or blocks as long as these fields or blocks are next to each other. Fields that are in separate locations with intervening non-organic land are considered separate sites. **You must complete separate forms for each site that you are seeking to certify. Please make copies of this form as needed.**

### FEE INFORMATION

#### **Site Fee**

If you are adding an additional site to your application, you will be billed a site fee of \$50.00.

#### **Transitional Acreage Fee**

Acres in transitional status are billed a transitional acreage fee of \$5.00 per acre.

### SITE INFORMATION

Complete the following information as it pertains to the site for which you are seeking certification.

<u>Name of Site</u> (ie., farm, block, or ranch name if applicable)	<u>Location of Site</u> (must be specific such as address if applicable, or parcel number, or township, section, range)	<u>Acres of Site</u> (exclude non-agr. land such as a home site.)

### DIRECTIONS TO THE SITE

Provide detailed directions to the site for which you are seeking certification from the nearest town or highway: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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### SITE HISTORY

#### INSTRUCTIONS

This form gathers information about the site that you are seeking to certify.

- Use one form for each site. Make copies of this form if you are seeking to certify more than one site.
- If you are applying for certification on fields that are adjacent to one another, this is considered one site.
- Sites may contain multiple crops and multiple fields.
- If you are applying for fields that are in separate locations, you must complete a separate site information form for each field.
- If fields are in different years of transition (organic practices started at different times), you must complete a separate site information form for each field.

1. Do you own the land? ☐ Yes ☐ No

If "No," who is the owner of the land? \_\_\_\_\_

2. How long have you managed this site? \_\_\_\_\_

3. If you have managed the site for less than three years, please list the name of the previous owner(s)/manager(s)\*.

*\*The previous land owner(s)/manager(s) must complete the Last Prohibited Material Applied Declaration on page 5 of this form.*

4. Do you own or manage any conventional sites adjacent to this site? ☐ Yes ☐ No

5. Is there a risk of pesticide drift from neighboring farms? ☐ Yes ☐ No

If "Yes," which borders are at risk? \_\_\_\_\_

6. Have you notified your neighbors that this site is in organic production? ☐ Yes ☐ No

#### 7. MATERIAL APPLICATION RECORDS

**Please list all materials that have been applied to this site in the last 36 months, or submit complete material application records for this period. Records must contain the information indicated in the table below. This list or record must contain all materials applied to this site including fertilizers, rodent control, soil amendments and foliar spray materials. (Copy this page as needed for additional records or attach material applications records.)**

Date Material applied	Crop or status of site (e.g. Fallow)	Product Name (e.g. Guthion, calcium nitrate, Albion Calcium Metalosate)	Type of material (e.g. fertilizer, foliar spray, pesticide)



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### 8. CROP AND ACREAGE INFORMATION

- A. The Crop and Acreage information is used to print your Organic Food Producer Certificate. Please be as accurate as possible.
- B. Please provide the crop category, variety and acreage for this site in the table below.
- C. Acreage must be rounded to the nearest acre.

Please use one of the following crop categories when completing the table below: Apples, Berries, Grapes, Grains & Dry Beans, Hay, Herbs, Other, Pasture, Pears, Stone Fruit, or Vegetables.

Crop Category	Crop Variety	Acreage
Example: Apples	Gala	2
Example: Other	Mushrooms – Maitake	N/A
Example: Vegetables	Sweet Corn	50

9. Do you grow any of the above listed crops conventionally? ☐ Yes ☐ No
- On this site? ☐ Yes ☐ No

If "Yes," please list which crops. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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10. Did you enclose a map of the site that conforms to the following requirements? ☐ Yes ☐ No

### **MAP REQUIREMENTS FOR ORGANIC AND TRANSITIONAL SITES**

Your map must provide all of the information listed below.

Maps are acceptable from the following sources:

1. Hand Drawn Maps. (Hand drawn maps are only acceptable if they are neat, legible, and representative of the site.)
2. County Assessor's Office or planning department.
3. Surveyor map.
4. Computer generated Geographic Information System (GIS) maps.
5. Agricultural crop consultants.

Your map needs to meet all of the following requirements:

1. Accurately show the borders of the site by delineating the shape and size of the parcel.
2. Clearly represent what separates the subject site from other land use such as roads, canals, fences, and open land.
3. Indicate adjacent land that is not under your management.
4. Be clearly and accurately *labeled* to show adjacent land use (e.g. orchard, pasture, fallow, residential, or land not previously cultivated or altered), public roads, driveways, farm access roads, canals, creeks, and other bodies of water.

***All maps must be no larger than 8 1/2" by 11".***

### **ORGANIC LIVESTOCK**

11. Do you want to certify organic livestock? ☐ Yes ☐ No

If "Yes", separate forms will be mailed to you for organic livestock production.



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### Last Prohibited Material Applied Declaration

This form must be completed by the previous land owner(s)/manager(s) of this site.

APPLICANT NAME	CERTIFICATION NO.	SITE NO.	NAME OF SITE
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PREVIOUS LAND MANAGER NAME		
PREVIOUS LAND MANAGER MAILING ADDRESS		
CITY	STATE	ZIP
PREVIOUS LAND MANAGER PHONE NUMBER		PREVIOUS LAND MANAGER ALTERNATE PHONE NUMBER

Have synthetic fertilizers been applied in the last 36 months? ☐ Yes ☐ No

Have synthetic insecticides been applied in the last 36 months? ☐ Yes ☐ No

Have synthetic herbicides been applied in the last 36 months? ☐ Yes ☐ No

Complete the table below or submit your complete material applications records for this period that you already have, including fertilizers.

<b>Please list all materials that have been applied to this site in the last 36 months. This list should <u>include fertilizers</u> as well as all the other material inputs. Please attach additional records as necessary.</b>			
Date material applied	Crop or status of site (e.g. Fallow)	Product name (e.g. Guthion, calcium nitrate, Albion Calcium Metalosate)	Type of material (e.g. fertilizer, foliar spray, pesticide)

I certify that the information listed above is correct with regards to the management of the property located at

\_\_\_\_\_  
Signature of Previous Owner/Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Previous Owner/Manager